



Equal Opportunities Monitoring Form

(Please complete)



EQUAL OPPORTUNITIES MONITORING FORM

Our commitment

We are committed to ensuring equality of opportunity in employment for all and to take action to avoid discrimination.

As a community interest company we:

- follow up policies with action to increase diversity in the arts
- take steps to ensure our CIC reflects England's increasingly diverse national identity
- nurture the diverse talents of our staff to achieve our goals
- are committed to access, participation and social inclusion

Harassment, discrimination or victimisation, on any grounds, is unacceptable to us as a community interest company. This is supported by our Equality & Diversity and Equal Opportunities policy.

Monitoring

To help monitor the effectiveness of our policy, please supply the information requested in the following form in relation to your age, gender, ethnic origin, sexual orientation, dependants and disability. This information will be kept securely and not made available to anyone before or during shortlisting.

This information will be used to monitor EdShift's practices. All data relating to unsuccessful applications is destroyed after six months. On a rare occasion, we may be required to retain personal data relating to unsuccessful applicants for longer than six months.

Your rights

Any employee who believes that he or she has been unfairly treated or discriminated against within the scope of the policy should raise the matter through EdShift's grievance procedure.



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Gender

| | | | | | |
|-------------------------|--|-------------------|--|-------|--|
| Woman | | Man | | Trans | |
| Gender Queer/Non-Binary | | Prefer not to say | | Other | |

Are you married or in a civil partnership?

| | | | | | |
|-----|--|----|--|-------------------|--|
| Yes | | No | | Prefer not to say | |
|-----|--|----|--|-------------------|--|

Age

| | | | | | | | | | |
|-------------------|--|-------|--|-------|--|-------|--|-------|--|
| 16-24 | | 25-29 | | 30-34 | | 35-39 | | 40-44 | |
| 45-49 | | 50-54 | | 55-59 | | 60-64 | | 65+ | |
| Prefer not to say | | | | | | | | | |

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

| | | | | | | | | | |
|---------|--|--------------------------|--|----------|-------------------|----------------|--|-------|--|
| English | | Welsh | | Scottish | | Northern Irish | | Irish | |
| British | | Gypsy or Irish Traveller | | | Prefer not to say | | | | |

Any other white background, please write in:

Mixed/multiple ethnic groups

| | | | | | |
|---------------------------|--|-------------------------|--|-----------------|--|
| White and Black Caribbean | | White and Black African | | White and Asian | |
| Prefer not to say | | | | | |

Any other mixed background, please write in:

Asian/Asian British

| | | | | | | | |
|-------------------|--|-----------|--|-------------|--|---------|--|
| Indian | | Pakistani | | Bangladeshi | | Chinese | |
| Prefer not to say | | | | | | | |

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

| | | | | | |
|---------|--|-----------|--|-------------------|--|
| African | | Caribbean | | Prefer not to say | |
|---------|--|-----------|--|-------------------|--|

Any other Black/African/Caribbean background, please write in:

Other ethnic group

| | | | |
|------|--|-------------------|--|
| Arab | | Prefer not to say | |
|------|--|-------------------|--|

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

| | | | | | |
|-----|--|----|--|-------------------|--|
| Yes | | No | | Prefer not to say | |
|-----|--|----|--|-------------------|--|

What is the effect or impact of your disability or health condition on your ability to give your best at work?
 Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

| | | | | | | | |
|-------------------|--|-------------------|--|---------|--|----------|--|
| Heterosexual | | Gay Woman/Lesbian | | Gay Man | | Bisexual | |
| Prefer not to say | | | | | | | |

If other, please write in:

What is your religion or belief?

| | | | | | | | | | | | |
|-----------------------|--|--------|----------|--|------|-----------|--|-------------------|-------|--|--|
| No religion or belief | | | Buddhist | | | Christian | | | Hindu | | |
| Jewish | | Muslim | | | Sikh | | | Prefer not to say | | | |

If other religion or belief, please write in:

What is your current working situation?

| | | | | | | | |
|-------------------|--|-----------|--|------------|--|---------|--|
| Full Time | | Part-time | | Unemployed | | Retired | |
| Prefer not to say | | | | | | | |

If employed, do you have a flexible working arrangement?

| | | | | | | | |
|-------------------|--|------------|-----------|-----------------|-----------------|-----------------|------------------|
| None | | Flexi-Time | | Staggered Hours | | Term-Time Hours | |
| Annualised Hours | | | Job-Share | | Flexible Shifts | | Compressed Hours |
| Prefer not to say | | | | | | | |

If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

| | | | | | |
|---|--|--|--|--|-------------------|
| None | | Primary carer of a child/children (under 18) | | Primary carer of disabled child/children | |
| Primary carer of disabled adult (18 and over) | | | | Primary carer of older person | |
| Secondary carer (another person carries out the main caring role) | | | | | Prefer not to say |



- **Application Form**
- **General Data Protection Regulations 2019**
- **Consent**

(Please read, complete, sign and return)



Application Form

Edshift is comprised of its founder and a board of 8 volunteer directors. Directors serve as volunteers with remuneration for expenses related to travel for required meetings and events.

Applications are being accepted from interested individuals to fill our board as we move into a critical but exciting period in our journey. A strong desire to advance exemplary arts based interventions for children and young people, promote gender equality and challenge existing inequalities that reinforce our three target areas (child sexual exploitation, domestic violence and mental health) are candidate attributes we are seeking.

Regular meetings of the Board will be held on a monthly basis at The Piece Mill, Halifax.

The deadline for applications is 2nd July. We will be shortlisting and contacting individuals for interview by 9th July and interviews will take place on Friday 26th July 2019. If you have any questions please do not hesitate to contact us via our website www.edshift.co.uk or email us on ellie@edshift.co.uk.

1. Educational Background

Please indicate the institution attended, degree, credentials attained and year of completion.

2. Professional and Employment Background

Please provide a chronology of all relevant work experience, including a description of consulting projects, starting with the most recent. Indicate employer, your title/position, the dates you held the position, and a summary of your responsibilities.

3. Community Involvement

Please include the name of any organisation you have served, your position and the dates you were involved.

4. Memberships in professional organisations (if applicable).

5. Additional Information

State any experience which will support your ability to serve effectively as a volunteer director of EdShift and how you meet and support our values, mission and objectives.

6. References

Please provide the names and contact information for three persons who could provide a reference for you. Include name, occupation, address and telephone number.



General Data Protection Regulations 2019

Recruitment & Selection

Privacy Statement

At EdShift CIC we take your privacy seriously and will only use your personal information to administer your application. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read below and if you would like more information on a particular topic please contact us on ellie@edshift.co.uk

Personal Data We Collect

We collect the following personal data relating to your application:

- ✓ Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)
- ✓ Employment history
- ✓ Qualifications
- ✓ Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

How We Use Personal Data

Your personal data will be used to process your employment application.

How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the staff handbook.

Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

Reasons We Share Personal Data

We may share your personal data with our Human Resources director to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

www.edshift.co.uk



ellie@edshift.co.uk



[@EdShiftCIC](https://twitter.com/EdShiftCIC)



[@edshift2018](https://www.facebook.com/edshift2018)

How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.



Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

Consent

I have read and consent to my personal data, as detailed above, being held and utilised by EdShift for the purposes stated.

Full Name:

Signed: Date:

Please send a copy of your signed GDPR Form along with the Equal Opportunities Monitoring Form and application form either to ellie@edshift.co.uk or via our website www.edshift.co.uk

